



Verification	Originator	Approved	Issued
Initials	CB	ST	ST
Date	8/29/14	12/11/2014	12/15/2014

Title: COFL-FF-EP-4.4.6-1 Operational Control Procedure

Person responsible: Program Manager

Area of application: Fleet Fenceline

Document location: www.fortlauderdale.gov/ESMS

Revisions

Rev. No.	Date	Description
001	10/13/15	Cleaned up text and bolded titles.
002		

Recurring action items

Activity	Responsibility	Frequency
1. Develop / Revise Environmental Procedures (EP)	Program Manager/FF Team/ESMS Coordinator	Annually and as needed
2. Develop / Maintain document control system	ESMS Coordinator	As necessary
3. Determine / Distribute controlled documents	ESMS Coordinator	According to control of document



		procedure
4. Monitoring and evaluating the application and effectiveness of the operational controls and SOPs.	ESMS Coordinator/Program Manager/FF Team/Area Supervisors	Annually or more frequently as needed

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1.0 Purpose

2.0 Scope

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1.0 Purpose

- 1.1 The purpose of this procedure is to establish practices related to the documentation of the core elements of the Environmental and Sustainability Management System (ESMS) for the City of Fort Lauderdale Fleet Fenceline. This procedure describes the method by which personnel understand the interaction of the environmental documents and the flow of information between various types and levels of ESMS documentation.

2.0 Scope

- 2.1 This procedure is responsive to element 4.4.4 Documentation, of the ISO 14001:2004 standard and covers operations of the City of Fort Lauderdale Fleet Fenceline.



- 2.2 This procedure describes the type of documents that the City of Fort Lauderdale will establish to describe the elements of its ESMS.

3.0 Responsibility

- 3.1 The **Program Manager, FF Team** and the **Area Supervisors** are:
- 3.1.1 Responsible for identifying processes and activities of the operational control needs. Following the identification they will be responsible for coordinating the documentation of the selected processes.
 - 3.1.2 Responsible for evaluating the Operational Control, SOPs on an annual basis or more frequently if physical or operational changes are made at the Fleet Fenceline, and make any necessary revisions. The SOP evaluation will be documented and attendance recorded (e.g. agendas, sign in sheets, and meeting minutes) and the **COFL-FF-ED-4.4.6-5 SOPx** as needed.
- 3.2 **Area Supervisors**, with the assistance of the **Program Manager**, will train and update employees under their supervision about the proper execution of the Operational Control, SOPs for which the employees are responsible.
- 3.3 The **Program Manager**, with the **Procurement Division**, will develop and maintain a process to address suppliers and contractors who will be required to follow one or more of the Operational Control, SOPs.

4.0 Definitions

- 4.1 Refer to **COFL-FF-EP-4.4.4-2 ESMS Related Definitions Procedure**

5.0 Process

- 5.1 Operational controls will be established to provide for the proper management of significant aspects. Operational controls should be in place for situations at the Fleet Fenceline where their absence could lead to deviation from the environmental policy, or the objectives and targets.
- 5.2 Processes and activities related to significant aspects will be identified at the Fleet Fenceline by the **Program Manager** and the **FF Team**. These activities will be assessed



for the need of a written SOP to document the process. The development and implementation of the SOPs shall be monitored using **COFL-FF-ED-4.4.6-5 SOPx**.

- 5.3 Documentation of the operational control for selected processes will be the responsibility of the **Program Manager** and the **FF Team**. This responsibility includes the drafting of SOPs. The SOPs should be written in sufficient detail to provide the necessary level of instruction to ensure the desired outcome. Consideration may be given to the experience, education, and/or training of the person(s) who are executing the instructions. Particular attention will be given to the potential or actual consequences of certain information not being provided.
- 5.4 Relevant employee comments, inquiries and suggestions submitted to the **Program Manager** and the **FF Team** will be considered when proposing and preparing the SOPs.
- 5.5 The **Program Manager** and the **FF Team** will reassess the operational control documentation annually.
- 5.6 Documents pertaining to Operational Control for SOPs will follow the document control system in **COFL-FF-EP-4.4.5-1 Control of Documents Procedure**.
- 5.7 Electronic copies of documentation will be accessible from **www.fortlauderdale.gov/ESMS**.
- 5.8 Only hardcopies of those ESMS documents deemed critical to the daily operation of Fleet Fenceline's ESMS will be maintained and controlled.
- 5.9 ESMS documents critical to the daily operation must be accessible to personnel who rely on such documents to complete their tasks in accordance to the ESMS.
- 5.10 Operational Control requirements (implementation of SOPs) will occur through training as detailed in **COFL-FF-EP-4.4.2-1 Competence, Training and Awareness Procedure**.
- 5.11 The City of Fort Lauderdale Fleet Fenceline will use the Audit and Nonconformance elements to ensure that SOPs are adhered to and provide an effective means of planning and controlling critical activities. Auditing and Nonconformance are detailed in **COFL-FF-EP-4.5.3-1 Nonconformity, Corrective & Preventive Action Procedure** and **COFL-FF-EP-4.5.5-1 Internal Audit Procedure**.



6.0 References / Related Documents

- 6.1 COFL-FF-EP-4.4.2-1 Competence, Training and Awareness Procedure
- 6.2 COFL-FF-ED-4.4.6-5 SOPx
- 6.3 COFL-FF-EP-4.4.4-2 ESMS Related Definitions Procedure
- 6.4 COFL-FF-EP-4.4.5-1 Control of Documents Procedure
- 6.5 COFL-FF-EP-4.5.3-1 Nonconformity, Corrective & Preventive Action Procedure
- 6.6 COFL-FF-EP-4.5.5-1 Internal Audit Procedure
- 6.7 COFL-FF-ED-4.4.6-4 Operational Control and Contractor Management Annual Review Maintenance